

広報番号： Announcement No.	CNFJ-N10-001-15
募集締切日： Closing Date	13 Oct 15
発行日： Date of Issue	30 Sep 15

1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LD <u>4</u>) <div style="text-align: center;"> Management Analyst, #120 (管理分析職) Acceptable trainee level (採用可能見習い等級): 1-6 </div> <div> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.2em;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Commander U.S. Naval Forces, Japan Total Force Manpower and Personnel Office (N1) Foreign Labor Office (N10) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday thru Friday 月曜日 - 金曜日 勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached Task List.			
7.格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR possession of Doctorate degree in accredited Graduate School in a related field may qualify him/her at 1-7 level. b. Knowledge of policies, regulations, and procedures pertaining to MLC/IHA personnel management, position classification, and knowledge of Japanese labor regulations, laws, etc. c. Knowledge of organizations, programs, missions, and functions of the Navy serviced commands in Japan. d. Skill in operating computers with applications such as Microsoft Access, Excel, PowerPoint, Word, Adobe Acrobat, etc. e. Ability to represent CNFJ interests during face-to-face joint service meetings and in various venues. f. Ability to analyze and evaluate various labor/personnel/position classification issues using knowledge of regulations, laws, directives, etc. g. Ability to communicate with various levels of the organization concerned to provide consultation or technical advice. h. Ability to speak, read and write English at exceptional proficiency level (LD-4). i. Ability to speak, read and write Japanese at native language level. * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below. 1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of master's degree in a related field may qualify him/her at 1-6 level. * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 <div style="text-align: right;">Exceptional</div>			
学歴 Educational Background : 7/8 欄参照 See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Management Analyst Task List

General:

Serves as assistant to the Foreign Labor Officer (FLO) and MLC Labor Economist in providing technical support on complex personnel and labor matters and for policy making by FLO on JN labor management programs. Performs the following duties.

Major Duties and Responsibilities:

1. Serves as the COMNAVFORJAPAN (CNFJ) Representative in the joint service Classification Panel (CP) meetings, to develop, recommend and coordinate changes to the MLC and IHA position classification system and Job Definition (JD) Manual, including review of other service components' and COMUSJAPAN initiatives and impact of changes on special allowances. Coordinates with Navy-serviced activities and area HRO/HRSOs for submission of new or revised JDs for CP review. Reviews English and Japanese translation of JDs prepared by the activities and/or HRO and makes necessary changes for submission to the panel for further coordination. Coordinates the proposed JD through completion with HQ USFJ CP Chair and the other service component CP Representatives. Compiles information from subject matter experts and prepares CNFJ responses to questions received from Ministry of Defense (MOD) or other service components regarding the proposed new JD(s) for submission to the CP for further coordination. Consults with the MLC Labor Economist/Foreign Labor Officer for guidance on major, complex or controversial issues. (25%)
2. Assists the CNFJ Representative in Procedures and Compensation Panel (PCP) meetings, to review proposed modification of MLC and IHA provisions that cover a variety of personnel, wage and compensation programs. Reviews new or revised proposals that are complex in nature initiated by Ministry Of Defense or other service component members as assigned by the CNFJ Representative, conducts studies and researches the issue and applicable labor laws to provide a suggested negotiation position to the CNFJ Representative. Assists the CNFJ Representative in updating the internal CNFJ guidance (CNFJ Instruction for Administration of MLC/IHA Employees) in accordance with the concluded modifications to provide policies and appropriate guidance to the HROs and the Navy-serviced activities on each MLC/IHA provision. (50%)
3. Assists in providing guidance to HRO/HRSOs and Navy-serviced activities on complex position management issues and sensitive labor actions proposed by servicing activities that might adversely impact MLC/IHA employees. Studies and analyzes the impact of proposed labor actions and problems to research and recommend solutions. Such actions may include reassignment to a different worksite, transfer of personnel or function, change in work performed, organizational change or reorganization, contracting out, reduction in force, separations, upgrading or overstaffing, etc. (20%)
4. Performs other related or incidental duties as assigned. (5%)